

Environmental Protection Agency
Resource Conservation and Recovery Act
Agency Report for Fiscal Year 2002

March 6, 2003

Background

Section 6002 of the Resource Conservation and Recovery Act (RCRA) requires the Office of Federal Procurement Policy to report to Congress every two years on the actions taken by Federal agencies to implement the statute. In addition, Executive Order 13101 requires that agencies track and report on their purchases of designated U.S. Environmental Protection Agency (EPA) guideline items. Specific purchasing data collection is only required from the top six procuring agencies. The other agencies (including EPA) do not have to report specific purchase quantities, but are encouraged to submit voluntary reports on how they are meeting their obligations under RCRA and the Executive Order.

Methodology

In 2002, EPA provided anecdotal responses in its RCRA report using information from the Agency's Pollution Prevention Program. This year, EPA's Facilities Management and Services Division (FMSD) coordinated responses from various regional and programmatic offices and laboratories, along with information from the Office of Acquisition Management (OAM), to provide an overview of recycling efforts at the Agency. EPA is preparing for the new RCRA reporting methodology scheduled to go into effect in 2004. The Agency is pleased with the results of its recycling efforts and plans to improve recycling policies wherever possible.

Respondents

FMSD received and compiled responses from 13 laboratories, 5 regional offices, and OAM headquarters staff. In an effort to present the compiled information in a clear and concise manner, the following acronyms are used throughout this report to represent laboratory or regional offices.

Laboratory

Acronym

Robert S. Kerr Environmental Research Center in Ada, OK

Ada Lab

Science and Ecosystem Support Division Laboratory
in Athens, Georgia

Athens ESD

Ecosystems Research Division of National Exposure
Research Laboratory in Athens, Georgia

Athens ERD

Laboratory campus in Cincinnati, Ohio

Cincinnati

Environmental Science Center in Fort Meade, Maryland

Fort Meade

National Vehicle and Fuel Emissions Laboratory
in Ann Arbor, Michigan

NVFEL

Region 6 laboratory in Houston, Texas

Region 6 Lab

| | |
|---|------------------|
| Mid-Continent Ecology Division Laboratory in Duluth, Minnesota | MED |
| Western Ecology Division Laboratory in Corvallis, Oregon | WED |
| National Exposure Research Laboratory Environmental Science Division in Las Vegas, Nevada | Las Vegas NERL |
| Region 10 Laboratory in Manchester, Washington | Region 10 Lab |
| Region 8 Laboratory in Golden, Colorado | Region 8 Lab |
| Gulf Ecology Division Laboratory in Gulf Breeze, Florida | Gulf Breeze Lab |
| Region 1 office in Boston, Massachusetts | Region 1 Office |
| Region 3 office in Philadelphia, Pennsylvania | Region 3 Office |
| Region 6 office in Dallas, Texas | Region 6 Office |
| Region 7 office in Kansas City, Kansas | Region 7 Office |
| Region 10 office in Seattle, Washington | Region 10 Office |

Green Buildings Initiative

EPA would like to highlight the work of three recently constructed laboratories. These facilities exhibit EPA's efforts to ensure all its facilities reflect its mission of environmental protection and resource conservation. To oversee this "green buildings" effort, EPA established the Sustainable Facilities Practices Branch (SFPB) in November 2000. In part, the work of SFPB focuses on:

- Ensuring new major facility acquisitions include the use of recycled materials, including appropriate comprehensive procurement guideline (CPG) items.
- Updating EPA master facility specification requiring the use of recycled materials, including appropriate CPG items.
- Making construction period recycling plans an evaluation factor or requirement in major facility acquisitions, either owned or build-to-suit facilities.

Research Triangle Park, North Carolina Consolidated Facility

In May 2002, EPA dedicated the new Research Triangle Park, North Carolina Consolidated Facility and the new National Computer Center. Completion of this 1.1 million

gross square foot facility represented on a milestone in sustainable development progress as it was one of the federal governments first planned and largest green buildings. The project used significant amounts of recycled materials, and the construction period recycling program recapture rate exceeded 75 percent.

Kansas City Science and Technology Center

This 72,000 gross square foot laboratory is approximately 95 percent complete and will open in the spring of 2003. We expect that this building will obtain a silver or gold LEED™ certification when the documentation is submitted to the U.S. Green Building Council for review. Extensive use of recycled materials is one of the environmental attributes of this building.

Chelmsford, Massachusetts, New England Regional Laboratory

Occupied in October 2001, this 70,000 square foot laboratory is expected to be certified at the LEED™ silver level in the spring of 2003. Extensive use of recycled materials, natural day lighting, energy efficient ventilation systems, and a storm water management system that captures roof rainwater to recharge a nearby wetland are examples of the environmental attributes of this building.

RESOURCE CONSERVATION AND RECOVERY ACT (RCRA)

Agency Report for Fiscal Year 2002

Agency or Department: U.S. Environmental Protection Agency

Agency Contact: Sustainable Facilities Practices Branch

Contact Telephone Number: 202 564-7683

Contact E-Mail Address: Wray.Gail@epa.gov

1. Federal Procurement Data System (FPDS) Data

- a. How many DD 350s or SF 279s did your Agency complete in FY 2002? 7,318
- b. In FY 2002, how many DD 350s or SF 279s had a code in line B12F (for the DD 350) or block 19A (for the SF 279), which indicate whether EPA-designated items will be acquired? 7,318
- c. Provide the number of DD 350s or SF 279s with each code, A-E, in line B12F (for the DD 350) or block 19A (for the SF 279). These codes indicate whether the EPA-designated products must contain the required minimum recycled content, the justification for not requiring recycled content products, or that no EPA-designated products will be acquired under the contract.
A (all EPA-designated products must contain the required minimum recycled content) 0; B (availability) 0; C (price) 0; D (performance) 0;
E (no EPA-designated products acquired) 7,318.
- d. How many of the DD 350s or SF 279s coded A, B, C, or D in block B12F (for the DD 350) or block 19A (for the SF 279) also had a code (A or B) in line B12G (for the DD 350) or block 19B (for the SF 279)? 0
- e. Provide the number of DD 350s or SF 279s with line B12G (for the DD 350) or block 19B (for the SF 279) coded A or B. 0
- f. How has the Agency reviewed the FY 2002 FPDS data for compliance assessment and/or trend analyses?

Because the FPDS data reveals no meaningful statistics, we have not performed compliance assessment or trend analysis.

- g. Please describe findings, changes, and/or actions that were a direct result of the assessments or analyses above. None

2. Indicator Items for EPA-Designated Recycled Content Products

The General Services Administration and the Defense Logistics Agency will provide data for agency purchases directly from them. Please provide amounts for your agency's purchases from other sources, including GSA schedule contractors and your service contractors, including construction contractors, fleet maintenance contractors, and facilities maintenance contractors.

a. Paper: Commercial Sanitary Tissue Products

- i. Does your Agency purchase this item (directly or through contracts)?
Yes X No ___ If no, skip to next section.
- ii. Total dollar amount¹ of these products purchased² by your Agency from sources *other than GSA* in FY 2002 \$_____.

Ada Lab **\$5,348**

Cincinnati **\$12,500**

Ft. Meade **Unknown. Procured by contractor: 125 cases of 96 rolls of toilet paper/500 cases of paper towels, all from 100% recycled material**

Region 6 Lab **\$2,100**

Dollar amount of these products containing recovered materials³ purchased by your Agency from sources *other than GSA* in FY 2002 \$_____.

Ada Lab **\$4,768**

Cincinnati **\$12,500**

Ft. Meade **100% (dollar amount unknown)**

- iii. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?
Yes X No ___ Not Applicable ___

¹ "Total amount" equals the amount of product without recovered materials plus the amount of product with recovered materials.

² Within this document, the term purchased includes both direct government purchases, as well as procurement of products through government contracts.

³ The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

- iv. Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2002? Yes ___ **No X**. If yes, please describe the impediment(s). _____

b. Non-Paper Office Products: Toner Cartridges

- i. Does your Agency purchase this item (directly or through contracts)?
Yes X No ____ If no, skip to next section.
- ii. Total dollar amount of these products purchased by your Agency from sources *other than GSA or DLA* in FY 2002 \$_____.

| | |
|-------------------------|--|
| Ada Lab | \$4,425 |
| Athens-ESD | \$5,996 |
| Cincinnati | \$22,972 |
| Las Vegas NERL | \$11,515 |
| MED | \$7,059 |
| NVFEL | \$38,044 |
| Region 3 Office | \$65,000 |
| Region 6 Office | \$34,478 |
| Region 7 Office | \$9,260 |
| Region 10 Office | \$23,200 |
| Region 10 Lab | Toner cartridges are purchased through GSA. |
| WED | \$4,160 |

- iii. Dollar amount of these products containing recovered materials purchased by your Agency from sources *other than GSA or DLA* in FY 2002 \$_____.

| | |
|-------------------|---|
| Ada Lab | \$4,425 |
| Athens-ESD | \$5,996.14 |
| Cincinnati | \$21,094 (HP toners have recovered products) |

| | |
|-------------------------|-----------------|
| Ft. Meade | \$1,273 |
| MED | \$7,059 |
| NVFEL | \$36,142 |
| Region 3 Office | \$65,000 |
| Region 6 Office | \$34,478 |
| Region 7 Office | \$9,260 |
| Region 10 Office | \$23,200 |

- iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?
Yes **X** No ___ Not Applicable ___
- v. Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2002? Yes **X** No ___. If yes, please describe the impediment(s).

While most offices reported no impediments, Corvallis-WED reported that toner cartridges with recycled toner materials do not work well in their office copiers, which increases the service costs.

Region 6 Lab's toner cartridges for several copiers and printers are purchased by Region 6 headquarters office which does purchase recycled toner cartridges.

c. Construction Products: Concrete

- i. Does your Agency purchase concrete (directly or through contracts, e.g., construction contracts)? Yes **X** No ___. If no, skip to next section.
- ii. Total amount of concrete purchased and/or used by your Agency in FY 2002 \$_____ and/or _____ cubic yards, and/or total number of contracts awarded that required the use of concrete_____.

Athens ERD \$1,400 (one contract)

Region 10 Lab \$270,000 (one contract)

- iii. Amount of concrete containing coal fly ash and/or ground granulated blast furnace slag purchased and/or used by your Agency in FY 2002 \$_____ and/or _____ cubic yards, and/or total number of contracts awarded that

required the use of concrete containing coal fly ash or ground granulated blast furnace slag _____.

Region 10 Lab \$270,000 (one contract)

- iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?
Yes X (Region 10 Lab) No ___ Not Applicable ___
- v. Were there technical impediments to increasing the amount of concrete containing coal fly ash and/or ground granulated blast furnace slag purchased by your Agency in FY 2002? Yes ___ **No X (Region 10 Lab)**
If yes, please describe the impediment(s)._____

d. Landscaping Products: Landscaping Timbers

- i. Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes ___ **No X** If no, skip to next section.
- ii. Total dollar amount of these products purchased by your Agency in FY 2002 \$_____.
- iii. Dollar amount of these products containing recovered materials purchased by your Agency in FY 2002 \$_____.
- iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?
Yes ___ No ___ Not Applicable ___
- v. Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2002? Yes ___ No ___ If yes, please describe the impediment(s)._____

e. Park and Recreation Products: Park Benches and Picnic Tables

- i. Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes X No ___** If no, skip to next section.
- ii. Total dollar amount of these products purchased by your Agency in FY 2002 \$_____.

Cincinnati \$473

Region 10 Lab \$100

- iii. Dollar amount of these products containing recovered materials purchased by your Agency in FY 2002 \$_____.

Cincinnati **\$473**

Region 10 Lab **\$100**

- iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?

Yes ___ No___ Not Applicable ___

- v. Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2002? Yes___ **No X**. If yes, please describe the impediment(s). _____

f. Transportation Products: Traffic Barricades

- i. Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes X** No ___ If no, skip to next section.

- ii. Total dollar amount of these products purchased by your Agency in FY 2002: **Cincinnati: \$6,010**

- iii. Dollar amount of these products containing recovered materials purchased by your Agency in FY 2002 \$_____.

- iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?

Yes ___ No ___ Not Applicable ___

- v. Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2002? Yes ___ **No X**. If yes, please describe the impediment(s). _____

g. Vehicular Products: Re-refined Oil

- i. Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes X** No___ If no, skip to next section.

EPA HQ fully supports the purchasing of re-refined oil, although very limited quantities of oil are procured at HQ. For all other vehicles operated by the Agency, EPA works with its fleet managers nationwide to promote the use of re-refined oils and other recycled-content products. Further, EPA serves as a member on the White House Task Force on Recycling Re-Refined Oil Workgroup.

- ii. Total dollar amount of these products purchased by your Agency in FY 2002 \$_____.

Cincinnati **\$270**

Region 10 Office **\$560 (approximately)**

- iii. Dollar amount of these products containing recovered materials purchased by your Agency in FY 2002 \$_____.

Region 10 Office **\$560 (approximately)**

- iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?
Yes___ No___ Not Applicable ___

- v. Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2002? Yes ___ No___. If yes, please describe the impediment(s).

Region 10 Office reported that initially, there was reluctance on the part of the garage that changes the oil in their 10 GSA fleet vehicles. However, that concern was overcome several years ago—they stock the re-refined oil and use it consistently.

h. Miscellaneous Products: Signage

- i. Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes **X** No ___ If no, skip to next section.

- ii. Total dollar amount of these products purchased by your Agency in FY 2002 \$_____.

Ada Lab **\$200**

Athens-ESD **\$250**

MED **\$300**

NVFEL **\$100**

Region 3 Office **\$7,424**

Region 6 Lab **\$200**

WED **\$300**

- iii. Dollar amount of these products containing recovered materials purchased by your Agency in FY 2002 \$_____.

Athens ESD **\$250**

Region 3 Office **\$74**

- iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?

Yes ___ **No** **X** Not Applicable ___

- v. Were there any technical impediments to increasing the purchase of this item by you're Agency in FY 2002? Yes ___ **No** **X**. If yes, please describe the impediment(s)._____
-

3. Solid Waste Prevention, Recycling, and Waste Minimization

- a. Did you institute new, substantially improved, or updated solid waste prevention practices in FY 2002?

Yes **X** **No** ___ Please provide an explanation of your response.

Ada Lab **The facility already has a strong recycling program in place for all paper, cardboard, glass, metal, and beverage containers. Stronger enforcement or encouragement is needed to improve collection.**

Athens ESD **We are implementing an EMS, which falls under EO 13148 (covers solid waste prevention, recycling, pollution prevention, waste minimization, etc.).**

Cincinnati **Battery recycling.**

Ft. Meade ESC **Recycling program for colored paper, cardboard, pallets, white paper, aluminum cans, plastic bottles, glass, toner, acetate overheads, plastic CD holders, fluorescent tubes, and batteries.**

Region 3 Office **Installed 15 copier/printers for two-sided printing from desktops.**

Region 6 Office **Has an active office products recycling program, but no new practices were instituted in FY 2002.**

Region 6 Lab **Source reduction/waste minimization plan implemented**

during FY2002.

Region 7 Office Working with the recycling contractor Region 7 was able to include aluminum and cardboard with the total weight of each recycle pick up. The total weight for FY02 regarding recycling was roughly 72,000 pounds. Region 7 has also reported on issues dealing with the Environmental Management Systems (EMS). We have a team of individuals from each division who meet quarterly and try to improve our internal energy/waste management.

Region 10 Office We are already conscientious regarding solid waste prevention, recycling, and waste minimization. No new practices were undertaken, but we continue to perform conscientiously in this area.

Region 10 Lab Expanded the office's recycling program to include plastic and glass containers, scrap metal, and plastic bags. Already in place was a recycling program for paper, batteries, oil, aluminum cans, and cardboard.

WED Reports that the office has been recycling paper products, glass, and metal for years at essentially the same level.

- b. Does your Agency have sites or facilities with composting programs?
Yes ___ No X. If yes, how many facilities or sites? _____
Estimate the total weight of materials diverted to composting: _____ tons.
- c. What percentage of offices/sites operated by your Agency have an active office products recycling program? ___ of ___ sites, which is ___ percent of offices/sites.

Ada Lab 1 of 1 sites/100%

Athens ERD 3 of 3 sites/100%

Athens ESD 100% of sites

Cincinnati 4 of 4 sites/100%

MED 2 of 2 sites/100%

NVFEL 2 of 2 sites/100%

Region 3 Office 1 of 1 sites/100%

Region 6 Lab 1 of 1 sites/100%

Region 10 Office 1 of 1 sites/100%.

Las Vegas NERL 2 of 2 sites/100%

WED 3 of 3 sites/100%

This sampling of responses demonstrates that the majority of EPA's labs and offices have active recycling programs in place.

- d. What percentage of residential housing operated by your Agency have an active household products recycling program? __ of __ sites, which is __ percent of housing. **X Not Applicable**
- e. What percentage of demolition projects managed by and/or contracted by your Agency include the recovery of construction materials? ____ of ____ projects, which is __ percent of demolition projects. __ Not Applicable

Ada Lab 1 of 1 projects/100%

NVFEL 100%

Region 10 Office 100%

Again, the sampling highlights the fact that the majority of EPA's offices and labs are recovering and recycling construction materials. For more examples see the Green Buildings section at the beginning of this document.

- f. What percentage of the total solid waste⁴ generated by your Agency was diverted to recycling? ____ of ____ metric tons, which is ____ percent.

Athens ERD 11.48 of 30.6 metric tons or 38%

Las Vegas NERL 10,114 of 18.655 pounds or 54.2%

Region 10 Office 90+%

Region 10 Lab 55 of 263 cubic yards or 21%

⁴ "Solid waste" refers to municipal solid waste as defined by EPA. Please indicate if your Agency is including other materials, such as construction and demolition debris.

WED 50+%

- g. Does your Agency have an internal awards program in accordance with Executive Order 13101, Section 802? **Yes X No X**. Please provide details for your response, or if the response is no, please explain why not.

Athens ERD James W. Craig Pollution Prevention Leadership Award.

Region 6 Lab Internal awards program in place at Region 6 HQ, not locally at lab.

Cincinnati Has a quarterly "It Pays to be Green" award

Region 10 Lab We believe purchasing EPPs and services is the right thing to do, so we follow that path without artificial incentives.

NVFEL and WED were unaware of this requirement.

- h. In FY 2002, did your Agency participate in a pilot project to purchase environmentally preferable products or services per the requirements of E.O. 13101, sections 503(b) and 601(c)? **Yes X No**. Please provide details for your response.

Region 3 Office 99% of what the office buys is from GSA. GSA has continued to increase the number of environmentally friendly products they supply, but the region has no control over this.

Region 6 Office On a quarterly basis, the office reviews supply stocked items to see if an EPP product is available to replace stocked items.

Region 10 Office Voluntarily recycles paper, cardboard, aluminum, pallets, toner cartridges, batteries, and fluorescent light tubes. There is an individual staff initiative to recycle plastic and glass. Deconstruction materials are reused in construction. Copiers are selected based on EPP principles.

4. Management Controls

a. Affirmative Procurement Policy

- i. Does your Agency have a documented policy or procedure for the implementation of the affirmative procurement program (APP) required by section 6002 of RCRA? **Yes X** No

- ii. Does the Agency policy define responsibility for:
 - (1) Conducting awareness training? **Yes X** No
 - (2) Incorporating APP requirements into specifications and contracts? **Yes X** No
 - (3) Establishing and measuring progress toward APP objectives? **Yes X** No
 - (4) Reporting progress? **Yes X** No
 - (5) Management review? **Yes X** No

If the answer to any question is no, please explain why not. _____

- iii. Does your Agency have a requirement to routinely update the affirmative procurement policy? **Yes X** No If so, is the APP policy reviewed/updated in accordance with this plan? **Yes X** No Has the Agency affirmative procurement policy been updated within the past three years? **Yes X** No

- iv. Please attach a copy of or provide the URL for the website for your Agency APP policy. **<http://epawww.epa.gov/oamintra/policy/cmm.pdf>** (scroll down to Chapter 13)

b. Training

- i. Who is responsible for conducting training of agency personnel with respect to the buy-recycled requirements?

EPA has tailored an on-line system for purchasing of green office supplies. The system, developed with a set of CPG and EPP criteria, will initially be piloted in Washington, DC as a volunteer program. Once the system is officially operating, it will be mandatory for EPA employees throughout the country to use it.

EPA has a structured training curriculum listing mandatory acquisition training courses for developing 1102 contracting officers. The program addresses APP as part of the overall acquisition process.

The Acquisition Training and Purchase Card Service Center, within the Agency's Office of Acquisition Management, conducts a one day traditional classroom training entitled "Purchase Card Training." This training addresses "buying green" for purchase card users and other acquisition personnel. Effective in FY04, all current purchase card program personnel will be required to attend refresher training, at least every three years.

APP is discussed in all mandatory recertification training for technical program personnel. The mandatory training is a one day course, required every three years.

- ii. How many acquisition personnel have documented APP training within the past three years? ___ of ___ personnel, which is ___ percent.

HQ: In addition to the regular Unit 15 curriculum, 1102 developmental training, a total of 123 have attended the following three ad hoc min-training sessions:

- “Green Procurement - Recent Executive Orders and Opportunities” held on March 7, 2001; 34 total 1102 Headquarters personnel.

- “Green Contracting - Success Stories” held on March 29, 2001; 42 total Headquarters personnel

- “Green Specifications and Green Training Tools” held on April 3, 2001; 47 total Headquarters personnel

Those acquisition personnel using the Government purchase card have attended the one-day Purchase Card Training. (FY 00 = 314; FY 01 = 452; FY 02 = 699 for total of 1,465 last three FYs)

- iii. Is training provided by agency personnel, an outside source (e.g., Defense Acquisition University’s contracting officer training courses), or both?

Both, primarily provided by Agency personnel, but is likely included in outside acquisition training courses as well.

- iv. What percentage of purchase card holders have documented APP training within the past three years, as required by Executive Order 13101?

We have documented APP training for 1,465 of 2,399 personnel, which is 60.1%. The total personnel includes 1,762 active cardholders plus 637 cardholder approving officials.

- v. Who provides the training to purchase cardholders?

The training for Agency purchase cardholders is the responsibility of the Acquisition Training and Purchase Card Service Center within the Agency’s Office of Acquisition Management (OAM).

- vi. How is training of purchase card users documented?

Training for purchase card users is documented in OAM’s Acquisition Training System (ATS) database.

c. Auditing

- i. What percentage of Agency facilities conducted and documented contracting and/or environmental audits⁵ for APP compliance during this reporting period? Unknown percent
- ii. Does the Agency conduct trend analysis of audit, training, and FPDS data to assess APP program effectiveness? Yes___ No X
- iii. What types of trends are realized as a result of findings from these audits?

- iv. Are audit findings reported to senior facility management? Yes _ No X
- v. Are corrective actions from these audit findings tracked by senior facility management? Yes___ No X
- vi. Provide a copy of or the URL for the website for your Agency APP audit protocol, procedure, or other similar program document⁶. NONE

d. Agency Goals

- i. As required by E.O. 13101, what is your agency's goal for solid waste diversion by 2005? _____ By 2010? _____

| | |
|------------------------|--|
| Ada Lab | 75% by 2005, 90% by 2010 |
| Athens ERD | 30% by 2005 |
| Athens ESD | Currently implementing EMS—goal is not yet officially set |
| Region 3 Office | 35% by 2005, undetermined for 2010. |
| Region 6 Lab | 1 ton by 2005 |
- ii. What is your agency's current recycling or diversion rate?

| | |
|-------------------|-------------------------------|
| Ada Lab | 60% |
| Athens ERD | 80% for paper products |

⁵ Includes internal, corporate, external, or other audits

⁶ A sample audit protocol is attached; however, use of this protocol is not mandatory.

Region 6 Lab <1.5 tons

Region 10 Office near 100%

- iii. What is your agency's goal to increase the procurement of EPA-designated recycled content products?

Athens ERD Continued purchasing preference for these products.

Region 6 Lab Locate and use environmentally preferable products.

- iv. As required by E.O. 13101, does your agency have a goal for increasing the use of environmentally preferable products? **Y X (Region 3) N**
If yes, what is the goal? **100% (Region 3)** How are you measuring progress toward the goal?

Region 3 Office Difficult to measure because of bankcards, PRs that go through without their knowledge. However, bankcard holders and purchasing agents are trained to, and how, to buy environmentally friendly products as much as possible.

Region 6 Office Currently in the process of implementing EMS program as outlined by E.O. 13101. Once the program is in place and significant aspects identified, the office will be better able to provide responses to these types of questions

Headquarters See attached EPA EPP Goals

Environmental Protection Agency
Executive Order 13101 Goals for 2005 and 2010

GOAL: To reduce EPA's environmental footprint by increasing and promoting recycling, reducing materials entering EPA's waste stream, promoting and achieving increased and preferential use of materials with recycled content and emphasizing and increasing the purchase and use of environmentally preferable products.

★ GREEN BUILDINGS - Objective: Have all of EPA's significant new facility construction and new building acquisition projects meet the U.S Green Building Council's LEED silver standard by 2005. Commit to use the U.S. Green Building Council's LEED new Commercial Interiors and Existing Building standards by 2005 on at least one appropriate project where space in an existing building is acquired. EPA will request that GSA provide new major office leases that meet the Energy Star requirements.

- This shall be accomplished through the continued expansion and improvement of the Facilities Management and Services Division's Green Rider Lease provisions and improved construction specifications.
- This shall also be accomplished through the use of the Environmentally Preferable Procurement (EPP) Program's green construction specifications database and shall be in line with applicable consensus standards (e.g., ASTM, GreenSeal) and Environmentally Preferable Purchasing guides (e.g., Greening Your Purchase of Carpets - still draft).
- A significant facility is one defined as being 20,000 gross square feet or greater in size.

Contacts: Cathy Berlow, OARM - FMSD; Michael Penn, OARM - FMSD;
Alison Kinn, OPPT EPP Team; Ken Sandler, OSW Green Building Program.

★ GREEN JANITORIAL AND MAINTENANCE SERVICES - Objective: "Green" all significant EPA janitorial and maintenance services contracts by 2010.

- All janitorial services contracts should meet ASTM Cleaning Stewardship for Community Buildings Standard and specify use of products which meet the Green Seal Cleaning Products Standard.
- For EPA-owned facilities, hold meeting with all EPA building managers to discuss how to include green cleaning in their Operations and Maintenance contracts.
- For all new EPA leases, include Green Janitorial and Maintenance Service Requirements.
- In GSA-owned, EPA-occupied facilities, implement Green Janitorial and Maintenance Services where feasible.

- Increase the use of Integrated Pest Management in janitorial and maintenance services of all significant EPA facilities, using the applicable standards developed by the General Services Administration.
- Develop contract language directing environmentally preferable purchase, use, and recycle of all fluorescent bulbs, and incorporate into all contracts
- A significant facility is defined as one that is 20,000 gross square feet or greater in size.

Contacts: Cathy Berlow, OARM - FMSD; Holly Elwood, OPPT EPP Team; Jesse Eaves, OPPT EPP Team; Jim Darr OPPT EPP Team; Kathy Seikel, Office of Pesticides; Brian Long, OAM representative.

- ★ GREEN COPY PAPER AND PUBLICATIONS - Objective: All printing paper products used by EPA are to meet the standards of the "New Environmental Standards for EPA Paper and Publications" set forth by memorandum of January 2001. This standard sets as the standard for paper and publications as 100% recycled, minimum 50% postconsumer content paper. Whenever possible, this paper should also be "Process Chlorine Free." Some paper stocks, especially color paper stocks, may not be readily available with this content standard. When this situation arises, a minimum 30% postconsumer content is required. (Products mentioned in this section include but are not limited to the following applications: Copy Paper, Printing Paper, Letterhead, Envelopes, and Color Paper.)

Contacts: Holly Elwood, OPPT EPP Team; Brian Long, OAM - PTOD; Randy Bacon, OARM - FMSD; Russell Clark, OPPT EPP Team.

- ★ GREEN MEETINGS - Objective: make an effort to "Green" all meetings planned or funded by EPA no later than 2005.
 - Initiate a program to train Agency meeting planners about opportunities for greening their procurements.
 - Recommend and market "green" contract language for all meeting planning support services contracts requiring contractors. Such language would require contractors to minimize the environmental impacts of all meetings planned for EPA.. (Use successful OPPTS model.)
 - Appropriately train and require all internal meeting planners employed by EPA to minimize the environmental impacts of all meetings planned for EPA. (Use industry tool at www.bluegreenmeetings.org.)
 - As appropriate, incorporate "green" language throughout EPA's Best Practices Guide for Meetings and Conferences.

Contacts: Russell Clark, OPPT EPP Team; Brian Long, OAM representative.

★ GREEN OFFICE SUPPLIES - Objective: Buy all office supplies through EPA's tailored green online ordering system by 2005.

- Train all EPA credit card purchasers on EPP and how to use the online ordering system by 2005.
- Work with the online ordering system manager to continually expand and improve greener product offerings through this system.

Contacts: Holly Elwood, OPPT EPP Team; Brian Long, OAM representative.

★ GREEN ELECTRONICS - Objective: By 2005, the agency will attempt to have all electronic purchases to include environmental aspects in the decision-making process - beyond just price and performance. (Electronic equipment includes but is not limited to televisions and monitors, computers, computer peripherals, audio equipment, VCRs, DVD players, fax and copying machines, cellular phone, other wireless devices.)

- Encourage the use of eco-labels and product certifications for electronic equipment in determining if the equipment is environmentally preferable.
- Support EPA's effort for developing and using a GWAC for electronic asset recovery and green IT acquisition.
- Support EPA's efforts in the Federal Electronics Challenge program.

Contacts: Christopher Kent, OPPT EPP Team; Brian Long, OAM representative.

★ GREEN FLEETS - Objective: To achieve compliance with the legislative mandates of the Energy Policy Act and E.O. 13149, EPA will increase the acquisition of AFVs each fiscal year and increase the use of alternate fuels each fiscal year.

- EPA will continue the trend of exceeding the minimum 75% AFV acquisition rate by attaining an AFV acquisition rate (to include fuel credits) of 126% for FY 2002, and projected rates of 102% for FY 2003 and 100% for FY 2004 and beyond.
- EPA will increase the use of alternative fuels by continuing to acquire AFV replacements for the GSA and commercially leased fleet, identifying alternative fuel sources within the existing infrastructure and realigning AFVs to areas that can support the required alternative fuel.
- EPA will increase the fuel economy of new vehicle acquisitions by: substituting smaller-class vehicles for larger ones; substituting more fuel-efficient models for less efficient ones within the same class; and acquiring more advanced technology vehicles (hybrids, fuel cells, etc.).

Contacts: Melvin Joppy, OARM - FMSD; Brent Lignell, OAR - OTAQ; Terry Grist, OSW - MISWD - CPG Program; Kristin Pierre, OPPT - PPD; Holly Elwood, OPPT - EPP Team.

- ★ GREEN LANDSCAPING - Objective: All new significant acquisitions of landscaping shall be water conserving; use regionally appropriate native plant species; require Integrated Pest Management (IPM); consider storm water management and low-impact development techniques; minimize the use of herbicides, fungicides, and fertilizers; and maximize the use of recycled landscaping materials and appropriate Comprehensive Procurement Guide products. Existing landscaping shall be converted to Green Landscaping as opportunities present themselves.

- For all new significant EPA-owned facility construction, include Green Landscaping and IPM provisions in the design and construction documents, and encourage the client organization to include provisions for IPM in their the Operations and Maintenance contract language.
- For all new EPA leases greater than 20,000 square feet, include Green Landscaping and IPM requirements.
- In GSA-owned, EPA-occupied facilities, work with GSA to implement Green Landscaping Services and IPM where feasible.
- ✓ For existing EPA-owned facilities, hold meeting with all EPA building managers to discuss how to include IPM in their Operations and Maintenance contracts.

Contacts: Cathy Berlow, OARM - FMSD; Michael Penn OARM - FMSD; Kathy Seikel, OPPT; Jean Schwab, OSW Green Scapes Program.

- ★ GREEN POWER - Objective: EPA will continue to add at least one new facility a year to its list of facilities served by renewable power through 2010.

- EPA will continue efforts to maximize the percentage of Green Power at EPA's largest facilities: Research Triangle Park, North Carolina and the EPA Headquarters Federal Triangle Complex.
- EPA will renew existing Green Power contracts when they expire.

Contacts: Bucky Green, OARM - FMSD.

- ★ RECYCLING AND WASTE PREVENTION - Objective. EPA will act to increase and promote recycling and reduce materials entering EPA's waste stream through 2010.

- By performing a waste audit at at least one major EPA facility annually.

- Seeking EPA organizational partners to improve recycling at their facilities.
- Having all EPA locations identify opportunities for environmental improvements in their Environmental Management Systems targets and objectives. Recycling and waste reduction will be included in this process.

Contacts: Terry Grist, OSW - MISWD; Marjorie Buchanan, OARM - FMSSD.

David J O'Connor for
Morris X. Winn, Assistant Administrator
Office of Administration and Resources Management

10/21/02
Date